

## **EXPRESS OUTREACH AWARDS CALL FOR PARTICIPATION**

The National Network of Libraries of Medicine--New England Region intends to award funding for outreach and professional development projects conducted by network members in support of the NN/LM mission. We will award a minimum of four awards with a maximum amount of \$10,000 each. **Projects for resource sharing and connectivity will not be considered under this award category.**

### **Awards May Support**

The types of awards the NN/LM NER will support in this category include:

- Training and collaborative projects with groups such as public libraries, community based organizations and health centers, public health workers, etc.
- Exhibiting NLM resources at local health related event
- Developing a course for health information resources
- Educational development for professionals at other institutions
- Professional research in a health information, library services, and related topics
- Teaching effective searching techniques for PubMed or other NLM resources
- Obtaining consumer health information using MEDLINEplus, ClinicalTrials.gov and Toxtown
- Using other NLM databases and resources (examples - NLM Gateway, TOXNET)
- Introduction to health resources on the web
- Evaluating health information
- Providing health reference
- Using technology for information access
- Library exchange projects
- Research projects

### **Eligibility**

**(Applicable to All Express Outreach Award Categories)**

#### **Required qualifications:**

- NN/LM member (full or affiliate) in the New England Region
- Internet access at the NN/LM member library

**Period of Performance and Reports:** Projects should be completed by April 30, 2006. A final report is required for all project categories. Quarterly and final reports are required for Awards for Training and Collaborative Outreach.

**Application Deadlines:** Applications may be submitted at any time. Proposals are reviewed and funding decisions are announced within 2 months.

#### **Express Outreach Awards for Training and Collaborative Outreach**

- To promote outreach by network members to share their expertise and resources with a target audience not normally reached
- To encourage partnerships and community-focused activities in support of the NN/LM mission
- To promote awareness and use of the products and services of NLM and the NN/LM
- To improve access to health information for those health professionals and health consumers without adequate access to library and information services
- To promote awareness and use of technology applications for improved information access

**Proposals may target:**

- Public health professionals
- Personnel at a healthcare facility or community agency
- Members of the public (consumers)
- Populations with poor health status
- Geographic areas (rural, inner city) without adequate access to information resources
- Librarians

**Priority will be given to proposals involving outreach to:**

- Health professionals working in public health or AIDS
- Health professionals serving minority populations
- Health professionals in inner cities and rural areas
- Minority populations
- Senior citizens
- Low income populations
- Public health professionals
- Public libraries
- Community based organizations

Express Outreach projects are smaller in scope than projects funded through larger NER subcontracts.

**Express Outreach Awards for Research**

Outreach Express awards may be used for studying any number of topics applicable to the NN/LM and health information. Applicants may design a research study focusing on: telemedicine, distance learning, web-page evaluation and design, consumer health reference services, electronic publishing, technologies for public health professionals, assessing information needs, etc.

*Instructions*

The proposal will consist of a concept paper with the following elements:

- Problem to be studied
- Background and significance
- Methodology
- Anticipated results
- Importance to NN/LM
- Bibliography
- Anticipated expenses

Funds may be used to support the work of the project such as designing needs assessments tools, analyzing data, supplies, mailings, etc. Monies cannot be used to pay graduate level courses or the salary of the individual researcher. No indirect costs are allowed.

*Evaluation*

Proposals are reviewed internally and by the NLM.

**Express Outreach Awards for Course Development**

Awards for course development are meant to improve the knowledge base and skills of the customers of the RML. Program options include developing a web-based class, design a web site, or developing a long distance learning program using videoconferencing technologies. All programs should be focused on providing an educational opportunity for librarians, health professionals, or consumers of health information.

The course should include aspects of technology, and some aspect of hands-on training on National Library of Medicine's products and services. The course can be electronic, delivered over the web, e-mail or through video conferencing technology. The course should also be applicable to librarians across the New England Region.

### *Proposal Instructions*

Proposal should:

- Include cover sheet with name, position, title, address, and complete contact information
- Describe the intended audience and need for the course and the need the course is intended to fulfil
- Provide a general statement describing the course; describe each module, if applicable
- State the overall goals for the course and specific objectives for each course module
- Outline plans for evaluating the course
- Supply CVs of personnel involved
- Plans for design, maintenance and hosting of web-related material.

Include a detailed budget providing categories for all costs. A narrative justification for the budget line items is required and must accompany the budget.

Allowable expenses include:

- Personnel
- Publicity for course
- Supplies
- Material production (Videotape production, workbooks, hand-outs)
- Communications
- Facility rental
- Equipment or software needed to develop/teach the course

### **Express Outreach Awards for Exhibits and Promotions**

Awards can be applied to members' costs to exhibit or develop promotional material for health-related venues. Exhibiting encourages local librarians to meet with clientele in their own area and promote the services and resources of NLM and their own institutions.

Tabletop exhibits are available for loan to exhibitors by the NER. The tabletop exhibits include a frame, fabric panels, lighting and a shipment case. The NER office will provide NN/LM and NLM fact sheets, handouts, and promotional items. The exhibitor is responsible for ordering booth space, furniture, equipment, electricity, phone lines, labor and return shipments.

### *Proposal Instructions*

An exhibit plan should be submitted according to the following outline:

- Cover sheet with name, position, title, address
- Name and description of venue
- Dates, location and estimated attendance
- Rationale for selecting the group
- CVs of exhibit staff

Include a budget providing costs in each category and a narrative justification for budget line items.

Items eligible for reimbursement include:

- Registration
- Travel
- Publicity
- Booth rental
- Shipping
- Electricity
- Phone lines
- Equipment rental

### **Express Outreach Awards for ‘Partnering Libraries’ Projects**

To support the training and professional development of health sciences and public librarians in the region Funds may be used to sponsor on-site training of librarians visiting a partner institution for the purposes of enhancing skills as they affect the improved access of health information. Applicant should have an agreed upon site that will host their on-site training.

Funding may be used to reimburse the trainee for living expenses while at the host site. The host site will be paid a stipend to host the trainee.

#### *Proposal Instructions*

The proposal should contain the following components:

- Cover sheet with name, position, title, address, and complete contact information
- Professional goal statement
- Training objectives
- Outcomes statement (how the knowledge obtained will be applied)
- Resume or C.V.
- Name of potential host site and contact
- Letter from potential host site and description of training program
- Letter of support from employer

Upon completion of the project, the person receiving the award is expected to submit a final report and/or submit an article for the NER’Estah Newsletter.

Proposals are reviewed internally and by the NLM.

Successful applicants are eligible for reimbursement of travel and lodging costs of up to \$1,000. The hosting library will be awarded up to \$2,000 to defray costs incurred according to the following schedule: 1 week or 5 days-- \$1,000; 2 weeks or 10 days-\$2,000.

### **Submission Requirements**

The respondent should submit one original and two copies. Electronic copies are also encouraged. Please send documents to:

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If you have any questions, call the NER office.